

# APPROVED

April 4, 2006

## Michigan State Administrative Board

Lansing, Michigan

March 21, 2006

A regular meeting of the State Administrative Board was held in the Lake Ontario Room, 3<sup>rd</sup> Floor, Michigan Library and Historical Center, on Tuesday, March 21, 2006, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor  
Mary G. MacDowell, Director, Financial Services Bureau, representing Julie Croll, Acting State Treasurer  
Joe Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State  
Patrick Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General  
Jean Shane, Special Assistant, Office of the Superintendent, representing Michael P. Flanagan, Superintendent of Public Instruction  
Leon Hank, Chief Administrative Officer, representing Kirk T. Steudle, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Joel Storchan, Department of Technology; James Burris, Elise Lancaster, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Pam Lavender, Kelly Villarreal, Department of Transportation; Joe Fielek, Department of Treasury; Jennifer Hayes, House Republican Policy Office; Bill Huizenga, State House of Representatives

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the regular meeting held on March 7, 2006. The motion was supported by Ms. MacDowell and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

**Retention and Disposal Schedules:**

CITY OF MONROE, Employee Retirement System, 3/21/2006

WASHTENAW COUNTY, Finance-Purchasing, 3/21/2006

DEPARTMENT OF AGRICULTURE, Pesticide and Plant Pest  
Management, 3/21/2006

DEPARTMENT OF COMMUNITY HEALTH, Long-Term Care Program,  
3/21/2006

DEPARTMENT OF EDUCATION  
Financial Management, 3/21/2006  
Superintendents' Office, Organization Development, 3/21/2006

DEPARTMENT OF HUMAN SERVICES  
Juvenile Justice, 3/21/2006  
Document Control Section, 3/21/2006

DEPARTMENT OF TREASURY  
Property Services Division, 3/21/2006  
Receipts Processing Division, 3/21/2006  
Stock Analysis Division, 3/21/2006  
Trust Accounting Division, 3/21/2006

LEGISLATIVE RETIREMENT SYSTEM, Legislative, 3/21/2006

Mr. Hank moved for approval of the Retention and Disposal Schedules.  
The motion was supported by Ms. Shane and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:  
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of March 14, 2006, and special meeting of March 21, 2006. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held March 14, 2006, with the withdrawal of Item 7s(2) of the supplemental agenda at the State Administrative Board meeting of March 21, 2006, and Finance and Claims Committee Report and the supplemental special agenda from the special meeting of March 21, 2006, be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of March 15, 2006. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held March 15, 2006, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of March 15, 2006. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held March 15, 2006, with the withdrawal of Item 192 of the regular agenda at the State Administrative Board meeting held on March 21, 2006, be approved and adopted. The motion was supported by Mr. Isom and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON